

# Success at Work

## 4 Half Days

Get your career off to a great start. Learn teamwork and communication skills so you make a great impression at work. Hear what's expected of you at work, how to get on with your boss, what to do in team meetings and how to handle disagreements in a professional way. You'll also learn how to boost your career by networking and finding a mentor to support you.

### What you'll learn to do in this course

You'll come out of this session with powerful tools for succeeding in your first job. We'll bring theory to life and tell you how to succeed. A range of practical tips will be presented to you. You'll talk through examples and enjoy practical exercises. At the end of the course, you should be able to:

- Understand your manager and their expectations
- Work effectively with your colleagues
- Communicate assertively
- Build rapport with workmates
- Respond professionally to conflict
- Build your network
- Find and work with a mentor

### Topics you'll cover

- Understanding business culture and management styles
- Communicating with flair
- Working in a team
- Handling conflict
- Presenting yourself as a professional
- Networking and finding a mentor

“think  
learn?  
succeed”

“Smart training for clever people”

### What others have said about the course...

“My business skills grew enormously. I had never broken down such little things before.”

“As the workshop progressed I found it useful because I could see how it was playing out in my office and we discussed ways to deal with situations in the best way.”

“Good insight into our personality types and workplace strategies.”



**Book your training NOW**

Call Eleanor Shakiba on 0433 126 841

Download course information at  
[www.thinklearnsucceed.com.au](http://www.thinklearnsucceed.com.au)